JOB DESCRIPTION

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Business Partner</th>
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<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Human Resources</td>
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<tr>
<td>REPORTS TO:</td>
<td>Senior Business Partner</td>
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<td>EFFECTIVE DATE:</td>
<td></td>
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<tr>
<td>CLASSIFICATION:</td>
<td>Exempt</td>
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<tr>
<td>HOME LOCATION:</td>
<td>Kerrville, Texas</td>
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POSITION SUMMARY: The Business Partner is a professional level position primarily acting as the point of contact for employee relations issues at our Leakey, Texas location. This position is responsible for being present in Leakey as required to provide guidance, and training to managers and employees under the direction of the Senior Business Partner.

PROGRAM MISSION: Through collaboration with leadership, the HR Department provides quality services to the employees of the Foundation throughout the entire employment life cycle. Some of these services include recruitment and retention of qualified individuals; managing employee benefits, management of employee relations; compliance with employment law; training and development to achieve individual success; and always upholding and supporting the mission and values of the Foundation.

ORGANIZATIONAL VALUES: Rooted in our Christian faith, daily work reflects the values of Stewardship, Hospitality, Unity, and Excellence.

ESSENTIAL FUNCTIONS:

Business Partner
- Build an HR partnership with employees and managers tied to Leakey location and Foundation programs
- Under the direction of the Sr. Business Partner, provide:
  - Day-to-day performance management guidance to managers (e.g., coaching, counseling, career development, disciplinary actions)
  - Meet regularly with assigned managers and employees
  - Advise in employment practices that are legally compliant and consistent with Foundation culture
  - Reviews employee concerns and needs to determine appropriate response
  - Recognize and recommend professional development opportunities
  - Serve as the HOA President and collaborate with appropriate stakeholders for Canyon residential facilities
  - Provide oversight for the Canyon employee shuttle services
  - Provide administrative support to the Sr. Business Partner

Employee Engagement
- Assist with Engagement activities
  - Manage data in employee survey and feedback software, Workify
  - Conduct Foundation-wide engagement surveys
  - Build employee engagement presentations and present results to managers
- Assess data to identify trends
- Work closely with managers and employees to improve work relationships, build morale and sense of belonging, and to increase productivity and retention

**Additional Duties**
- Assist with Summer staff hiring process, including collecting & processing Form I-9s
- Responsible for maintaining current SAAT and background screens for employees
- Ensures all kitchen staff maintain current Food Handler’s credentials.
- Ensures compliance with federal, state, and local employment laws and regulations, and Foundation policies
- Special Projects as assigned

**QUALIFICATIONS:**
- BS/BA in Management, Human Resources, or equivalent degree preferred
- PHR/SPHR or SHRM-CP/SCP certification(s) highly preferred
- Minimum of 3 years HR business partner experience

**COMPETENCIES-Knowledge, Skills, and Abilities:**
- Ability to comprehend, interpret, and apply the appropriate sections of applicable laws, guidelines, regulations, and policies
- Ability to use knowledge and judgment to make sound decisions and maintain confidentiality
- Excellent relationship building skills and problem-solving ability
- Excellent time management skills while maintaining priorities and attention to details
- Strong written, oral, and presentation skills
- Advanced knowledge of Microsoft Office; HRIS software experience

**WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:**

**Mental and Physical Demands**
Maintain emotional control under stress; work with interruptions and deadlines; walking, standing, stooping, bending, pulling, and pushing; use hands and fingers for typing and to handle controls; reach with hands and arms; occasional: lifting/carrying, pulling/pushing 10-30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Environmental Factors**
Occasional exposure to biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.). Occasional exposure to weather related conditions when working in outside environment and events. This job operates primarily in a camp and professional office environment mainly in Leakey and Kerrville, Texas. Will experience occasional outdoor responsibilities. Must be able to work between camp and office facilities on uneven terrain, as needed.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**EMPLOYEE SIGNATURE**  

**DATE**